

Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off*

Organisation Name	Public Trust
Chief Executive**	Angela Dixon
Disclosure period start***	22 December 2018
Disclosure period end***	17 March 2019
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	This disclosure has not yet been approved by the Chief Executive
Other sign-off****	

This summary page updates automatically from the 'Travel', 'Hospitality', 'All other expenses', and 'Gifts and benefits' tabs.

Throughout this workbook, input cells are shaded light blue.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$842.52	Figures exclude GST	Number offered	2
Hospitality	\$93.68	Figures exclude GST	Number accepted	2
Other expenses	\$401.25	Figures exclude GST	Number declined	0
International Travel	\$0.00	Figures exclude GST		
Domestic Travel	\$838.61	Figures exclude GST		
Local Travel	\$3.91	Figures exclude GST		

Notes	
* Headings on following tabs will pre populate with what you enter on this tab	
** Create a new workbook for a new Chief Executive	
*** Update if a shorter or different period is covered	
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member	

Chief Executive Expense Disclosure

Organisation Name	Public Trust
Chief Executive	Angela Dixon
Disclosure period start	22 December 2018
Disclosure period end	17 March 2019
GST on costs	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)

Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Domestic Travel (within NZ, including travel to and from local airport)

Date(s)*	Cost in NZ\$	Purpose of travel (e.g. visiting district office for two days...)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
20 February 2019	\$56.09	Treasury Meeting	Taxi - home to AKL airport	Auckland
	\$41.13		Taxi - Wellington airport to Treasury/PT office	Wellington
	\$60.43		Taxi - AKL airport to home	Auckland
	\$680.96		Airfares - return flight	AKL/WLG/AKL

Chief Executive Expense Disclosure

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Hospitality Offered to Third Parties*

All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
24 January 2019	\$24.35	Lunch interview with Change Manager candidate	Lunch - 2 people	Federal and Wolfe, Auckland
25 January 2019	\$61.50	Working lunch - retail call centre strategy	Lunch - 3 people	Pavilion Catering, Auckland
14 February 2019	\$7.83	Meeting with candidate for interim GM Culture and Capability role	Coffees - 2 people	Pavilion Cafe, Auckland

Total hospitality expenses	\$93.68	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Notes			
* Third parties include people and organisations external to the public service or statutory Crown entities.			
** Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.			
Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.			
Total cost will appear automatically once you put information in rows above.			
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).			

Chief Executive Expense Disclosure

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All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
28 December 2018	\$4.37	Monthly account fee	Business purchasing card fee	Auckland
31 December 2018	\$56.99	Phone, laptop and data costs	Cellphone, tablet and mobile data charges* [*Public Trust cellphone and mobile data charges are invoiced under a entity wide plan. These charges are allocated to Public Trust staff based on mobile sim cards in use.]	Auckland
7 January 2019	\$132.69	Purchase of food and refreshments for Executive Team offsite	Catering	Auckland
29 January 2019	\$4.37	Monthly account fee	Business purchasing card fee	Auckland
30 January 2019	\$9.57	Lunch - in back to back meetings	Meal - 1 person	Auckland
31 January 2019	\$56.99	Phone and data costs	Cellphone, tablet and mobile data charges*	Auckland
20 February 2019	\$30.39	Treasury Meeting - flights to and from Wellington	Travel Booking Fees	AKL/WEL/AKL
27 February 2019	\$27.13	Takapuna visit - morning tea	Catering	Auckland
27 February 2019	\$4.37	Monthly account fee	Business purchasing card fee	Auckland
28 February 2019	\$56.99	Phone and data costs	Cellphone, tablet and mobile data charges*	Auckland
16 March 2019	\$17.39	Working in office late - purchased dinner	Meal - 1 person	Auckland

Total other expenses	\$401.25	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
Notes				
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Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.				
Total cost will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).				

Chief Executive Gifts and Benefits Disclosure

Organisation Name	Public Trust
Chief Executive	Angela Dixon
Disclosure period start	22 December 2018
Disclosure period end	17 March 2019
GST on values	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation.
Include all gifts, invitations or other hospitality **whether accepted or declined**.*

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)
13 February 2019	Dinner with Deloitte Partner and relationship manager	Accepted	Deloitte	Under \$100	PT Chief Risk Officer also attended.
22 February 2019	Business Leader Forum	Accepted	PwC	Under \$100	
Other items offered to CE on behalf of the organisation:					

Total count of gift/benefit entries:	Offered	2	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	2		
	Declined	0		

Notes

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 Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.
 A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.
 Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).
 Include gifts and benefits that are declined.
 Number of gifts/benefits will update automatically once you put information in rows above.
 Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).